

IN409.11 Purpose

- (a) NRCS Conservation Planning Policy, General Manual (GM) 180-CPA, Amendment 19 (Part 409), requires NRCS State Conservationists to meet minimum NRCS requirements. This policy covers assistance provided by NRCS employees and our conservation partners, Soil and Water Conservation Districts and Indiana State Department of Agriculture.
- (b) The purpose of this policy is to establish the approval process for Indiana.

IN409.12 Employees Needing Consideration for Certification

NRCS employees who have conservation planning as the primary responsibility contained in their position description must achieve an Indiana NRCS *Certified Conservation Planner* status.

NRCS employees who will be approving the development/design and implementation associated with comprehensive nutrient management plans must also receive certified status as an Indiana NRCS *CNMP Manure and Wastewater Handling and Storage Specialist*, and/or an Indiana NRCS *CNMP Land Treatment Practice Specialist*, and/or an Indiana NRCS *CNMP Nutrient Management Specialist*.

NRCS employees who will be approving the development/design and implementation associated with pest management or nutrient management not associated with a CNMP must also receive certified status as an Indiana NRCS *Pest Management Specialist* or an Indiana NRCS *Nutrient Management Specialist* respectfully.

NRCS employees who will be discussing or including prescribed burning in conservation plans with clients must also receive certified status for NRCS Indiana *Prescribed Burning*.

IN409.13 Minimum Requirements for Indiana NRCS Certification in Conservation Planning

- (a) All NRCS employees and partnership employees wishing to be an Indiana NRCS *Certified Conservation Planner* will meet the minimum requirements as outlined in Appendix A. In special cases the State Conservationist may choose to waive the Indiana minimum requirements.
- (b) Candidates for Indiana NRCS Certified Conservation Planner must demonstrate knowledge, skills, and abilities in the following areas:
 - 1. Knowledge of the Indiana NRCS Conservation Program.
 - 2. Skill in applying the NRCS Conservation Planning Process.
 - 3. Ability to plan and implement conservation practices common to Indiana.
 - 4. Knowledge of the Indiana Field Office Technical Guide standards and specifications.
 - 5. Skill in using applicable site vulnerability assessment tools, including the most current versions of the Revised Universal Soil Loss Equation and/or the Wind Erosion Equation.
 - 6. Knowledge of Federal, State, tribal, and local laws and regulations related to natural resource issues.

IN409.14 Indiana NRCS Certification Coordinator

The State Resource Conservationist will be the designated person accountable to the State Conservationist for coordination of the Indiana NRCS Conservation Planning Certification Process. The State Resource Conservationist will be responsible for selecting others to assist in the coordination of the Indiana NRCS Conservation Planning Certification Process.

IN409.15 Process for Certification in Conservation Planning

- (a) Individuals desiring to become an Indiana NRCS *Certified Conservation Planner* should contact the Indiana NRCS State Resource Conservationist for details on the certification process.
- (b) The State Resource Conservationist will be responsible for all requests for becoming an Indiana NRCS Certified Conservation Planner. Other individuals may be appointed to coordinate the approval process in various parts of the state based on the demand.
- (c) Conservation planning certification authorities are reviewed, at a minimum, every three (3) years. Appropriate certificates will be issued and provided to Indiana NRCS Certified Conservation Planners.

IN409.16 Certification Time Table

- (a) All employees with conservation planning as the primary responsibility in their job description shall obtain an Indiana NRCS Certified Conservation Planner certification within three years of accepting the position. Requirements for an Indiana NRCS Certified Conservation Planner certification are provided in Appendix A.
- (b) Employees of NRCS who move into Indiana and who also hold an active planning certification or, at a minimum, have completed the NRCS Conservation Planning Course and wish to obtain an Indiana NRCS Certified Conservation Planner certification are subject to the following.
 - The employee and their supervisor verify the planning certification status.
 - Employee submits at least one conservation plan that has been completed for a client in Indiana for field review by the supervisor or their representative.
 - The supervisor or their representative conducts a field review with the employee and documents all pertinent information.
 - The supervisor notifies the State Resource Conservationist in writing, requesting an Indiana NRCS Certified Conservation Planner certificate. The request should include the documentation from the field review.
 - The State Resource Conservationist will review the information and make a recommendation to the Indiana State Conservationist. If the State Conservationist grants the request, the employee will be issued an Indiana NRCS Certified Conservation Planner certificate. The employee and their supervisor will be notified of the recommendation and the State Conservationist decision in writing.
 - Upon receipt of the certification, the employee is subject to all Indiana policy and guidelines concerning maintaining planning certification in Indiana.
- (c) Employees of NRCS who are selected for positions of employment for which a planning certification is required but who have not completed the NRCS Conservation Planning Course and wish to obtain a Temporary Indiana NRCS Certified Conservation Planner status are subject to the following actions.
 - Employee verifies the need for certification with their supervisor.
 - Employee and supervisor establish the training required to obtain the planning certification.
 - Employee submits at minimum one conservation plan, prepared in Indiana, for field review to their supervisor.
 - The supervisor or their representative conducts a field review with the employee and documents all pertinent information.
 - The supervisor notifies the State Resource Conservationist in writing, requesting a Temporary Indiana NRCS Certified Conservation Planner status. The request should include the documentation from the field review.

- The State Resource Conservationist will review the information and make a recommendation to the Indiana State Conservationist. If the State Conservationist grants the request, the temporary certification will remain effective until the completion of the next scheduled Conservation Planning Course. The employee and their supervisor will be notified of the recommendation and the State Conservationist decision in writing. The employee will not be issued a certificate until successful completion of the entire NRCS Conservation Planning Course (or equivalent) and all other conservation planning requirements.
- Upon completion of the Conservation Planning Course and all other requirements, the employee will be issued a Certified Conservation Planner certificate and is subject to all Indiana policy and guidelines concerning maintaining planning certification in Indiana.

IN409.17 List of Certified Individuals

A current list of individuals certified as conservation planners in Indiana will be maintained at the NRCS State Office and is available upon written request to the State Resource Conservationist.

IN409.18 Minimum Requirements for Certification in technical assistance associated with comprehensive nutrient management plans.

- (a) A comprehensive nutrient management plan (CNMP) describes and documents a conservation system, within a conservation plan, that is unique to animal feeding operations. Certification programs associated with three core elements of a CNMP are 1) Manure and Wastewater Handling and Storage; 2) Land Treatment Practices; and, 3) Nutrient Management. The minimum requirements for becoming certified in any or all of these three core elements are provided in Appendix B. All NRCS employees and partnership employees wishing to be certified in any or all of these core elements in Indiana will meet these minimum requirements. In special cases the State Conservationist may choose to waive the Indiana minimum requirements.
- (b) Candidates for Certified *CNMP Manure and Wastewater Handling and Storage Specialist*, *CNMP Land Treatment Practice Specialist*, and *CNMP Nutrient Management Specialist* in Indiana must demonstrate knowledge, skills, and abilities in the following areas:
 1. Awareness of the Indiana NRCS Conservation Program.
 2. Knowledge of the NRCS Agricultural Waste Management Handbook.
 3. Skill in applying the NRCS Conservation Planning Process.
 4. Ability to plan and implement conservation practices common to Indiana.
 5. Knowledge of the Indiana Field Office Technical Guide standards and specifications as they relate to specific elements of the CNMP.
 6. Skill associated with the various elements of a CNMP as contained in the NRCS Comprehensive Nutrient Management Planning Technical Guidance.
 7. Knowledge of Federal, State, tribal, and local laws and regulations.

IN409.19 Indiana NRCS Certification Coordinator

The State Resource Conservationist will be the person accountable to the State Conservationist for coordination of the Indiana NRCS certification process for the 3 core elements associated with a CNMP. The State Resource Conservationist will be responsible for selecting others to assist in the coordination of the certification process.

IN409.20 Process for Certification in Elements Associated With A CNMP.

- (a) Individuals desiring to become certified in any or all of the 3 core elements associated with a CNMP need to contact the Indiana State Resource Conservationist for details on the process.

- (b) The State Resource Conservationist will be responsible for all requests for certification in any of the CNMP core elements. Other individuals may be appointed to coordinate the approval process in various parts of the state based on the demand.
- (c) Certifications for all the elements associated with a CNMP will be reviewed, at a minimum, every three (3) years. Appropriate certifications will be issued and provided to individuals for each core element.

IN409.21 List of Certified Individuals

A current list of individuals certified for each core element associated with a CNMP will be maintained at the NRCS State Office and is available upon written request to the State Resource Conservationist.

IN409.21.1 Individuals Required to Obtain CNMP Certification

- (a) At a minimum, the Resource Management Specialists and at least one employee per Conservation Implementation Team service area will be certified to write, review, and approve CNMPs in Indiana. It is the Area Conservationist's responsibility, in consultation with the State Resource Conservationist, to ensure this minimum requirement is met. Requirements for an Indiana NRCS CNMP certification are provided in Appendix B.

IN409.22 Minimum Requirements for Certification in technical assistance associated with pest management.

- (a) A conservation plan that includes pest management will involve evaluating environmental risks associated with probable pest management recommendations, appropriate mitigation alternatives to minimize environmental risks, Integrated Pest Management (IPM) that helps protect natural resources, and assisting clients to develop and implement an acceptable pest management component. The minimum requirements for becoming certified in pest management can be found in Appendix C. All NRCS employees and partnership employees wishing to be certified in pest management in Indiana will meet these minimum requirements. In special cases the State Conservationist may choose to waive the Indiana minimum requirements.
- (b) Candidates for *Certified Pest Management Specialist* in Indiana must demonstrate knowledge, skills, and abilities in the following areas:
 - 1. An understanding of the Indiana NRCS Conservation Planning Process.
 - 2. An understanding of the Indiana production systems where pest management will be applied.
 - 3. An understanding of local, State, and Federal laws and regulations related to pest management.
 - 4. An understanding of natural resource concerns related to pest management activities common to Indiana.
 - 5. Knowledge of the Indiana Field Office Technical Guide standards and specifications as they relate to pest management.
 - 6. Knowledge of the National and Indiana NRCS Pest Management Policy.

IN409.23 Indiana NRCS Certification Coordinator

The State Resource Conservationist will be the designated person accountable to the State Conservationist for coordination of the Indiana NRCS Pest Management Certification Process. The State Resource Conservationist will be responsible for selecting others to assist in the coordination of the Indiana NRCS certification process.

IN409.24 Process for Certification in Pest Management.

- (a) Individuals desiring to become certified in pest management should contact the Indiana State Resource Conservationist for details on the process.
- (b) The State Resource Conservationist will be responsible for all requests for certification in pest management. Other individuals may be appointed to coordinate the approval process in various parts of the state based on the demand.
- (c) Certifications for pest management will be reviewed, at a minimum, every three (3) years. Appropriate certifications will be issued and provided to individuals.

IN409.25 List of Certified Individuals

A current list of individuals certified for pest management in Indiana will be maintained at the NRCS State Office and is available upon written request to the State Resource Conservationist.

IN409.25.1 Individuals Required to Obtain Pest Management Certification

- (a) At a minimum, at least one NRCS employee per area will meet the qualifications of a certified “Pest Management Specialist” in Indiana. It is the Area Conservationist’s responsibility, in consultation with the State Resource Conservationist, to ensure this minimum requirement is met. Requirements for an Indiana NRCS “Pest Management Specialist” are provided in Appendix C.

IN409.26 Minimum Requirements for Certification in technical assistance associated with Nutrient Management not associated with a comprehensive nutrient management plan.

- (a) A nutrient management plan not associated with a CNMP does not utilize or in anyway involve animal manure. The minimum requirements for becoming certified in nutrient management not associated with a CNMP are provided in Appendix D. All NRCS employees and partnership employees wishing to be certified in Nutrient Management not associated with a CNMP in Indiana will meet these minimum requirements. In special cases the State Conservationist may choose to waive the Indiana minimum requirements.
- (b) Candidates for *Certified Nutrient Management Specialist* in Indiana must demonstrate knowledge, skills, and abilities in the following areas:
 - 1. An understanding of the Indiana NRCS Conservation Planning Process.
 - 2. An understanding of the Indiana production systems where nutrient management will be applied.
 - 3. An understanding of local, State, and Federal laws and regulations related to nutrient management.
 - 4. An understanding of natural resource concerns related to nutrient management activities common to Indiana.
 - 5. Knowledge of the Indiana Field Office Technical Guide standards and specifications as they relate to nutrient management.
 - 6. Knowledge of the National and Indiana NRCS Nutrient Management Policy.

IN409.27 Indiana NRCS Certification Coordinator

- (a) The State Resource Conservationist will be the designated person accountable to the State Conservationist for coordination of the Indiana NRCS certification for nutrient management.

Other individuals may be appointed to coordinate the approval process in various parts of the state based on the demand.

IN409.28 Process for Certification in Nutrient Management.

- (a) Individuals desiring to become certified in nutrient management not associated with a CNMP should contact the Indiana State Resource Conservationist for details on the process.
- (b) The State Resource Conservationist will be responsible for all requests for certification of Nutrient Management not associated with a CNMP. Other individuals may be appointed to coordinate the approval process in various parts of the state based on the demand.
- (c) Certifications for nutrient management will be reviewed, at a minimum, every three (3) years. Appropriate certifications will be issued and provided to individuals.

IN409.29 List of Certified Individuals

A current list of individuals certified for nutrient management not associated with a CNMP will be maintained at the NRCS State Office and is available upon written request to the State Resource Conservationist.

IN409.29.1 Individuals Required to Obtain Nutrient Management Certification

- (a) At a minimum, at least one NRCS employee per area will meet the qualifications of a certified “Nutrient Management Specialist” in Indiana. It is the Area Conservationist’s responsibility, in consultation with the State Resource Conservationist, to ensure this minimum requirement is met. Requirements for an Indiana NRCS “Nutrient Management Specialist” are provided in Appendix D.

IN409.30 Maintaining Certifications

- (a) Certifications will be addressed in the Indiana Quality Assurance Plan.
- (b) A sufficient number of plans and/or jobs will be reviewed to determine if all appropriate NRCS policies and procedures are being followed.
- (c) If any individual fails to meet the criteria for certification as outlined in this supplement or National policy, the status will be revoked and the individual must be re-certified. The individual certification will be shown as removed on the certification list.
- (d) The NRCS Area Conservationist in consultation with the State Conservationist may grant an individual a Probationary status. An Individual on probationary status will have their certification reviewed within one year of going on probation and at that time must demonstrate they are in full compliance with all certification criteria or the certification is revoked.
- (e) Final decisions concerning revoking a certification or placing an individual on probation rests with the Indiana State Conservationist.

IN409.31 Indiana NRCS Policy on the Use of Prescribed Burning

Definitions

- (a) Conservation Planning of Prescribed Burning – A conservation plan that includes prescribed burning as a management practice. This includes: identification of fields planned for prescribed fire, planning of cool season firebreaks using FOTG Standard 394 Firebreaks, and warm season grass/forb establishment and management techniques.
- (b) Burn Plan – A burn plan is defined as a site-specific plan that includes methods and parameters of how a site is to be burned using NRCS Standard 338, Prescribed Burning.

IN409.31.1 Prescribed Burning Planning Assistance

- (a) Only trained and certified personnel are authorized to provide assistance in conservation planning of prescribed burning.
- (b) NRCS assistance to private landowners interested in using prescribed fire will be limited to conservation planning to include prescribed burning as a management practice in approved conservation plans.
- (c) The certification level that has been attained will restrict the extent to which an NRCS employee may provide technical assistance. Prescribed burning can be recommended as a management practice to assist private landowners to manage warm and cool season grasses and forbs for pasture land, wildlife land, prairie restoration, and cropland utilized for hay or seed production or areas designated for long-term retirement from crop production.
- (d) NRCS employees are prohibited from writing a burn plan on private land.
- (e) Documentation to approve the inclusion of prescribed burning in a conservation plan will be noted in the conservation assistance notes.

IN409.31.2 Training

- (a) As part of training, NRCS personnel may assist cooperating agencies and organizations in planning and implementing a prescribed burn. NRCS personnel may not act as lead nor will NRCS assume the lead agency role during any such activity involving the planning or application of a prescribed burn.
- (b) Cooperating agencies and organizations identified in the State of Indiana are: Indiana Department of Natural Resources – Division of Fish and Wildlife, Division of Forestry, Division of Nature Preserves, and Indiana Division of Parks and Reservoirs, United States Forest Service, and The Nature Conservancy.
- (c) The State Conservationist may designate other cooperating agencies or organizations.

IN409.31.3 Approval Authorities

- (a) Level A is the minimum level of certification required to discuss and make recommendations to include prescribed burning in a conservation plan. A person who holds a Level A certification must have the practice of prescribed burning approved by a person who holds a Level B certification.
- (b) Level B is the minimum level of certification to approve the inclusion of prescribed burning in a conservation plan.

IN409.31.4 Responsibilities

- (a) A landowner that has a conservation plan that contains prescribed burning will be responsible for following all the most current Federal, State and local laws, rules, and regulations concerning prescribed burning.
- (b) Safety must always be the first consideration in prescribed burning.
- (c) The landowner must be informed in writing that they may be liable for damage if the fire escapes or smoke damages occur. This notification should be included in the conservation plan narrative for prescribed burning.
- (d) If an emergency situation develops, NRCS employees are to follow the direction of the designated fire boss and act responsibly to resolve the situation.
- (e) NRCS employees acting in accordance with all Federal, State and local laws and within the scope of their work accept no greater or less liability than that associated with the performance of any assigned duty.

(f) Any questions concerning liability should be referred to the State Resource Conservationist.

IN409.31.5 List of Certified Individuals

A current list of individuals certified to include prescribed burning in a conservation plan will be maintained at the NRCS State Office and is available upon request to the State Resource Conservationist. See Appendix E for the Minimum Indiana NRCS Certification Standards to Include Prescribed Burning in a Conservation Plan

Appendix A

Minimum Indiana NRCS Certified Planner Standards for NRCS and other providers of NRCS related or USDA related Conservation Planning Assistance. "Certified Conservation Planner"

- Individual planners must complete all modules of the NRCS *Conservation Planning Course* before submitting their first plan to NRCS for review.
- Individual planners must meet additional minimum standards for conservation planning assistance established by the State Conservationist. NRCS staff and others are also responsible for meeting any additional planning standards established by State or local governments. Additional minimum standards for conservation planning assistance in Indiana are listed in items (a) and (b) below.
 - (a) Two years or more experience in conservation planning and reached a proficiency level of "apply independently" (ASK Level 4).
 - (b) Demonstrate a strong working knowledge of conservation planning policy, the National Planning Procedures Handbook, the Field Office Technical Guide, and data collection techniques by assisting in the development of plans which meet all NRCS policy and guidelines. This assistance will involve on-site visit(s) with the landowner and/or operator.
- Individual planners must complete one (1) conservation plan, and have it reviewed and approved by the State Conservationist or their designated reviewer, before delivery to the decision maker. The State Conservationist may waive this requirement if an individual has previously demonstrated the ability to develop conservation plans.
- Individual planners are subject to annual quality assurance review of all conservation plans developed and completed to determine whether these plans meet NRCS conservation planning policy and follow the procedures and guidelines listed in the NRCS Planning Procedures Handbook.
- Individual planners are responsible for keeping their own personal training plan updated to reflect conservation planning training needed and obtained to maintain or increase their skill level.
- Updating conservation planning skills must, at a minimum, occur once every three (3) years.
- Individual planners must be listed by NRCS as a *Certified Conservation Planner*. The NRCS list for the state will be developed and maintained by the State Resource Conservationist. "Certified" planners will reach and maintain a proficiency level of "apply independently" (ASK Level 4).

Appendix B

Minimum Indiana NRCS Certification Standards for the 3 Core Elements Associated with a Comprehensive Nutrient Management Plan for NRCS and other providers of NRCS related or USDA related Technical Assistance.

1. CNMP Manure and Wastewater Handling and Storage Specialist

- Individual Manure and Wastewater Handling and Storage Specialists must complete an approved NRCS CNMP Plan Development Training Course.
- Individual Manure and Wastewater Handling and Storage Specialists must complete the first five modules of the NRCS Conservation Planning Course.
- Updating conservation manure and wastewater handling and storage skills must, at a minimum, occur once every three (3) years. The "Certified" rating needs to be reviewed every three (3) years by NRCS through a continuing training requirement.
- Individual Manure and Wastewater Handling and Storage Specialists are responsible for keeping their own personal training plan updated to reflect "manure and wastewater handling and storage" training needed and obtained to maintain or increase their skill level.
- Individual Manure and Wastewater Handling and Storage Specialists are subject to annual quality assurance reviews of all manure and wastewater handling and storage plans developed and completed. These plans must meet NRCS manure and wastewater handling and storage policy and follow the standards and specifications in the Field Office Technical Guide.
- Individual Manure and Wastewater Handling and Storage Specialists must demonstrate their expertise by:
 1. Completing the NRCS Agricultural Waste Management Systems - Level 2 Course, or equivalent

AND

2. Submitting one (1) plan for review and approval

OR

2. Possessing a minimum NRCS Engineering Job Approval Authority, Level III for both I&E (Inventory and Evaluation) and Design for Waste Storage Facility (Code 313).
- Individual Manure and Wastewater Handling and Storage Specialists must meet additional minimum standards for manure and wastewater handling and storage established by the State Conservationist. NRCS staff and others are responsible for meeting any additional standards established by Indiana Department of Environmental Management's "Confined Feeding Rules" or local governments.

2. CNMP Land Treatment Practices Specialist

- Individual Land Treatment Practices Specialists must be an Indiana *Certified Conservation Planner*.
- Individual Land Treatment Practices Specialists must complete an approved NRCS CNMP Plan Development Training Course.
- Individual Land Treatment Practices Specialists must submit one land treatment plan for review that involves animal manure if the RMS plan submitted for planning certification as outlined in Appendix A did not. If the RMS plan for planning certification did address land treatment practices involving animal manure then no additional plan is required for CNMP Land Treatment Practices certification.

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(Appendix B – continued)

3. *CNMP Nutrient Management Specialist*

- Individual Nutrient Management Specialists must complete an approved NRCS CNMP Plan Development Training Course.
- Individual Nutrient Management Specialists must complete the "NRCS Introduction to Water Quality Course", or equivalent training approved by the State Resource Conservationist.
- Individual Nutrient Management Specialists must complete Track 1 - Nutrient Management, of the NRCS "Nutrient and Pest Management Considerations in Conservation Planning" course or be certified by one of the listed certifying organizations on TechReg.
- Individual specialists must complete the first five modules of the NRCS Conservation Planning Course.
- Updating conservation nutrient management skills must, at a minimum, occur once every three (3) years. The "Certified" rating needs to be reviewed every three (3) years by NRCS through a continuing training requirement.
- Individual Nutrient Management Specialists are responsible for keeping their own personal training plan updated to reflect conservation nutrient management training needed and obtained to maintain or increase their skill level.
- Individual Nutrient Management Specialists are subject to annual quality assurance reviews of all nutrient management plans developed and completed. These plans must meet NRCS nutrient management policy and follow the standards and specifications in the Field Office Technical Guide.
- Individual Nutrient Management Specialists must complete one (1) nutrient management plan and have it reviewed and approved by the State Conservationist or their designated reviewer, before delivery to the decision maker. The State Conservationist may waive this requirement if an individual has previously demonstrated the ability to develop nutrient management plans.
- Individual Nutrient Management Specialists must meet additional minimum standards for nutrient management established by the State Conservationist. NRCS staff and others are responsible for meeting any additional standards established by State or local governments.

Appendix C

**Minimum Indiana NRCS Certification Standards for Pest Management for NRCS and other providers of NRCS related or USDA related Technical Assistance.
"Pest Management Specialist"**

- Individual Pest Management Specialists must complete the first five modules of the "NRCS Conservation Planning Course".
- Individual Pest Management Specialists must complete the "NRCS Introduction to Water Quality Course", or equivalent training approved by the State Resource Conservationist.
- Individual Pest Management Specialists must complete Track 2 - Pest Management, of the NRCS "Nutrient and Pest Management Considerations in Conservation Planning" course or be certified by one of the listed certifying organizations on TechReg.
- Updating conservation pest management skills must, at a minimum, occur once every three (3) years. The "Certified" rating needs to be reviewed every three (3) years by NRCS through a continuing training requirement.
- Individual Pest Management Specialists are responsible for keeping their own personal training plan updated to reflect "pest management" training needed and obtained to maintain or increase their skill level.
- Individual Pest Management Specialists are subject to annual quality assurance review of all pest management components developed and completed. These components must meet NRCS pest management policy and follow the standards and specifications in the Field Office Technical Guide.
- Individual Pest Management Specialists must demonstrate skill in using the Windows based Windows Pesticide Screening Tool (Win-PST) or other appropriate environmental risk assessment tools.
- Individual Pest Management Specialists must complete one (1) pest management plan and have it reviewed by the State Conservationist or their designated reviewer, before delivery to the decision maker. The State Conservationist may waive this requirement if an individual has previously demonstrated the ability to develop pest management plans.
- Individual Pest Management Specialists must meet additional minimum standards for pest management established by the State Conservationist. NRCS staff and others are responsible for meeting any additional standards established by State or local governments.

Appendix D

Minimum Indiana NRCS Certification Standards for Nutrient Management not associated with a CNMP for NRCS and other providers of NRCS related or USDA related Technical Assistance. "Nutrient Management Specialist"

- Individual Nutrient Management Specialists must complete the first five modules of the "NRCS Conservation Planning Course".
- Individual Nutrient Management Specialists must complete the "NRCS Introduction to Water Quality Course", or equivalent training approved by the State Resource Conservationist.
- Individual Nutrient Management Specialists must complete Track 1 - Nutrient Management, of the NRCS "Nutrient and Pest Management Considerations in Conservation Planning" course or be certified by one of the listed certifying organizations on TechReg.
- Updating conservation nutrient management skills must, at a minimum, occur once every three (3) years. The "Certified" rating needs to be reviewed every three (3) years by NRCS through a continuing training requirement.
- Individual Nutrient Management Specialists are responsible for keeping their own personal training plan updated to reflect "nutrient management" training needed and obtained to maintain or increase their skill level.
- Individual Nutrient Management Specialists are subject to annual quality assurance reviews of all nutrient management components developed and completed. These components must meet NRCS nutrient management policy and follow the standards and specifications in the Field Office Technical Guide.
- Individual Nutrient Management Specialists must complete one (1) nutrient management plan and have it reviewed by the State Conservationist or their designated reviewer, before delivery to the decision maker. The State Conservationist may waive this requirement if an individual has previously demonstrated the ability to develop nutrient management plans.
- Individual Nutrient Management Specialists must meet additional minimum standards for nutrient management established by the State Conservationist. NRCS staff and others are responsible for meeting any additional standards established by State or local governments.

Appendix E

Minimum Indiana NRCS Certification Standards to Include Prescribed Burning in a Conservation Plan

- **Level A**
Complete a one-day introductory course on prescribed burning offered by the Indiana Department of Natural Resources – Division of Forestry or an equivalent course approved by the State Resource Conservationist, and observe a burn.
- **Level B**
Meets Level A certification and successfully completes the following:
Indiana Department of Natural Resources Wildland Firefighter Training (or equivalent US Forest Service Course) and/or equivalent NRCS approved course. The Indiana Division of Forestry, U.S. Forest Service, and National Park Service may offer these courses.

Appendix TSP
Minimum Indiana NRCS Certification Standards for Technical Service Providers (TSPs)

TSPs must meet all certification requirements listed in the Criteria Options of each Technical Service Category listed on TechReg. TSPs must also complete all Sections of their application. **This Appendix addresses those categories, options and/or certification requirements that are different for Indiana than what is listed in TechReg.** Questions should be directed to the State TSP Coordinator or State Resource Conservationist.

A. Conservation Planning Training Requirement

All new TSP applications and renewals for all categories are required to meet the NRCS Conservation Planning Training Requirements in Section F1 of the TechReg certification process. This includes completion of modules 1-5 of the NRCS Conservation Planning Course, or equivalent.

1. Modules 1-5 of the Conservation Planning Course Requirement, or equivalent.
New TSP applicants and renewals can meet this requirement with the following:
 - a. Technical assistance services have been provided to at least two (2) NRCS customers, and accepted by NRCS as meeting standards and specifications in the past.
 - i. References and documentation of prior-approved technical assistance services are not required during the TechReg application and certification process but must be made available upon request.
 - OR**
 - b. Complete modules 1-5 of the NRCS Conservation Planning course (Part 1) at:
<http://www.nedc.nrcs.usda.gov/catalog/consplan.html>

B. Nutrient Management – Organic and Inorganic

1. The Nutrient Management Option 1 – Organization Certification is met by certification in one of the listed certifying organizations on TechReg.
2. Nutrient Management Course NRCS – modules 1-7 of the Nutrient Management track of the NRCS course Nutrient and Pest Management Considerations in Conservation Planning is considered met by one of the following:
 - a. The TSP is certified by one of the listed certifying organizations on TechReg.

OR
 - b. Complete modules 1-7 of the Nutrient Management track of the NRCS course Nutrient and Pest Management Considerations in Conservation Planning at:
<http://www.nedc.nrcs.usda.gov/catalog/nutandpest.html>
3. For new TSP TechReg certifications (does not apply to Renewals), a Nutrient Management Plan developed by the TSP must be submitted to the NRCS State Resource Conservationist for review and approval.

C. Pest Management

1. The Pest Management Option 1 – Organization Certification is met by certification in one of the listed organizations on TechReg.
2. Pest Management Course NRCS – modules 1-7 of the Pest Management track of the NRCS course Nutrient and Pest Management Considerations in Conservation Planning is considered met by one of the following:

(continued)

- a. The TSP is certified by one of the listed certifying organizations on TechReg.
OR
- b. Complete modules 1-7 of the Pest Management track of the NRCS course Nutrient and Pest Management Considerations in Conservation Planning at:
<http://www.nedc.nrcs.usda.gov/catalog/nutandpest.html>
3. For new TSP TechReg certifications (does not apply to Renewals), a Pest Management Plan developed by the TSP must be submitted to the NRCS State Resource Conservationist for review and approval.
4. For new TSP TechReg certifications (does not apply to Renewals), The TSP must be a 'certified pesticide applicator' as recognized by the Office of Indiana State Chemist, as applicable.

D. CNMP Plan Development - Manure and Wastewater Handling and Storage

Technical Service Providers may be certified to provide technical assistance for the Manure and Wastewater Handling and Storage (MWHS) component of a Comprehensive Nutrient Management Plan (CNMP) in Indiana by meeting the following qualifications.

A. Required Training

- Individual Manure and Wastewater Handling and Storage Specialists must complete one of the following 3 options:
 1. Option 1 – Knowledge and Training
 - a. An approved NRCS CNMP Plan Development Training Course
 - b. Be a Certified Professional Engineer (P.E.) in Indiana.
OR
 2. Option 2 - Certification
 - a. Meet the CNMP MWHS Certification Option on TechReg.
OR
 3. Option Indiana – Knowledge and Training
 - a. An approved NRCS CNMP Plan Development Training Course.
 - b. The NRCS Conservation Planning Course Modules 1-5 (Part 1) found at:
<http://www.nedc.nrcs.usda.gov/catalog/consplan.html>
 - c. The NRCS Agricultural Waste Management Systems – A Primer found at:
<http://www.nedc.nrcs.usda.gov/catalog/agwasteprimer.html>
 - d. The NRCS Agricultural Waste Management Systems - Level 2 found at:
<http://www.nedc.nrcs.usda.gov/catalog/agwaste2.html>

NOTE₁: A Professional Engineer's License is not required to assess the condition of existing MWHS facilities as part of the development of a CNMP. However, if the individual TSP is not comfortable documenting the condition of existing facilities, they should solicit the assistance of a Professional Engineer.

NOTE₂: Certification in the CNMP Plan Development – Manure and Wastewater Handling and Storage category only qualifies a certified TSP to provide technical assistance in assessing existing facilities and operations, and does not qualify a non-P.E. TSP to design new facilities, structures, or other conservation practice requiring engineering design.

B. Required Skills or Certification

- Individual Manure and Wastewater Handling and Storage Specialists must be able to:
 1. Document that the condition of existing MWHS components are satisfactory using the 'CNMP Manure & Wastewater Handling & Storage Inspection Checklist' as a minimum.
 2. Follow approved safety measures if entering enclosed pits or storage structures.

(continued)

3. Follow all facility and site biosecurity measures as required by the producer. Refer to general instructions on biosecurity issues from the NRCS General Manual Part 130.403 Subpart H and the Indiana State Board of Animal Health at:
http://www.state.in.us/boah/biosecurity/visitors_workers.html

NOTE₃: Inclusion of existing MWHS components in the CNMP does not verify that the component meets NRCS and IDEM standards and specifications.

C. Additional Requirements and Information

- Updating conservation manure and wastewater handling and storage skills must, at a minimum, occur once every three (3) years. The "Certified" rating needs to be reviewed every three (3) years by NRCS through a continuing training requirement.
- Individual Manure and Wastewater Handling and Storage Specialists are responsible for keeping their own personal training plan updated to reflect "manure and wastewater handling and storage" training needed and obtained to maintain or increase their skill level.
- Individual Manure and Wastewater Handling and Storage Specialists are subject to annual quality assurance reviews of all manure and wastewater handling and storage plans developed and completed. These plans must meet NRCS manure and wastewater handling and storage policy and follow standards and specifications as laid out in the Field Office Technical Guide.
- Individual Manure and Wastewater Handling and Storage Specialists must meet additional minimum standards for manure and wastewater handling and storage established by the State Conservationist or any additional standards established by Indiana Department of Environmental Management's "Confined Feeding Rules" or local governments.

E. ***CNMP Plan Development - Manure and Wastewater Handling and Storage, Land Treatment, and/or Nutrient Management***

For new TSP TechReg certifications (does not apply to Renewals), each component of a Comprehensive Nutrient Management Plan (*Manure and Wastewater Handling and Storage, Land Treatment, and/or Nutrient Management*) developed by the TSP must be submitted to the NRCS State Resource Conservationist for review and approval.